

## FREQUENTLY ASKED QUESTIONS • ON-CAMPUS PARKING FOR TRANSFERS

### ***Are resident transfer students able to apply for a parking permit on-campus?***

Yes. Resident transfer students are able to apply for an on-campus parking permit.

### ***Am I considered a Transfer Student?***

Transfer students, by definition, are incoming students who have transferred from another institution of higher education and have earned at least 30 credits. If you are transferring from another institution and have earned less than 30 credits, your application will be processed as a freshman (please refer to the Frequently Asked Questions for Freshmen).

### ***What documents will I need to submit to apply for a resident parking permit?***

Students must submit the following two pieces of documentation:

1. A completed parking permit application (the application can be found at [wlc.edu/parking](http://wlc.edu/parking)).
2. A copy of your vehicle registration (a new copy must be submitted each year).

### ***Where do I submit the above documentation?***

There are three ways to submit your application AND vehicle registration:

1. Email them to [shelly.mrozinski@wlc.edu](mailto:shelly.mrozinski@wlc.edu),
2. Fax them to 414.443.8883, or
3. Mail them to the Public Safety Office, c/o Wisconsin Lutheran College, 8800 W. Bluemound Road, Milwaukee, WI 53226.

### ***When are transfer student applications considered for on-campus parking?***

If a transfer student applied before the application deadline for the next academic year (May 15), their application is considered to be on time. On-time applications take into consideration the qualifications below, ranked in order of importance, from one to five. Documentation **MUST** be submitted for qualifications to be considered.

1. **Medical reasons:** Medical permits will be issued on an as-needed basis. Application for a medical permit requires a letter on official stationery signed by the attending physician explaining the disability and length of time a permit will be needed.
2. **Academic qualifications:** Applications made under this criterion will be based on the verification of the academic need. Examples include the following: internship with a letter of confirmation from the company, clinicals, etc.
3. **Work:** Students must be employed off campus and working more than 12 hours per week. You will be asked to supply a copy of your latest paycheck stub to verify employment.
4. **Mileage:** Students who do not qualify for a permit based on the previous three criteria may apply for a permit if they reside more than 120 miles from Wisconsin Lutheran College.
5. **Senior Permits:** Parking permit consideration will be extended to senior students if they do not already fall under one of the above criteria. When spaces are exhausted, no more permits will be issued.

If a transfer student applies after the deadline, their application is added to the wait list and will be considered as received.

### ***After applying for a parking permit, am I able to park elsewhere temporarily while I wait to find out if I will be approved for an on-campus resident parking spot?***

Yes. You are able to obtain a temporary parking permit for the Outdoor Athletic Complex lot, which is located at 1401 Swan Boulevard (approximately 1.5 miles from campus).

***How will I be notified if I am approved for a resident on-campus parking permit?***

You will receive an email from Shelly Mrozinski (with Trinity Home Group) stating that you are the next person on the wait list and have been approved for a parking spot. You will be given a deadline to respond to the email to accept the parking permit (most often, you are given eight business hours to respond). If you choose to accept the permit, you are given another eight business hours to pick up the permit from the Trinity Home Group office located at 8725 W. Wisconsin Avenue (lower level of the Recreation Complex). Failure to meet these deadlines will result in the parking permit you were offered being forfeited to the next person on the wait list.

***If I am approved for a resident on-campus parking spot, what is the cost associated with a resident parking permit?***

Resident parking permits vary in cost. All costs are indicated on the parking permit application, which can be found at [wlc.edu/parking](http://wlc.edu/parking).

***If I am approved for a resident permit, how do I pay for it?***

After you pick up the parking permit, the cost of the permit will be billed to your student account (payment will not be accepted up-front for this cost).

***If I am approved for a resident permit, where do I pick up the permit?***

All parking permits are distributed in the Trinity Home Group office located at 8725 W. Wisconsin Avenue (lower level of the Recreation Complex). They can be picked up during normal business hours (Monday-Friday, 8:00 a.m. to 4:30 p.m.).

***What if I have more than one vehicle?***

Resident students are not permitted to bring more than one vehicle to campus.

***If I am not approved for a resident on-campus parking spot and I still want to bring a car, what are my options?***

1. You may obtain a parking permit for the Outdoor Athletic Complex lot, which is located at 1401 Swan Boulevard. Since this lot is located approximately 1.5 miles from campus, it may not be a feasible option for students who need access to their vehicles often.
2. You may purchase a parking permit from the City of Milwaukee to park on the street. More information regarding these permits can be found via a link on [wlc.edu/parking](http://wlc.edu/parking).

***Could I be denied a resident parking permit or have it revoked?***

Yes. Failure to comply with the regulations outlined in WLC's Motor Vehicle Policy (found at [wlc.edu/parking](http://wlc.edu/parking)) may result in your parking permit application being denied or your previously issued parking permit being revoked.